

## **CENTRAL SERVICES COST ALLOCATION PLAN**

### **Employee Relations**

#### **Nature and Extent of Services**

Employee Relations is responsible for providing centralized employee relations services to all County departments, including: recruitment, layoff, internal placement, classification, compensation and payroll services; manages employee appeals processes; maintains personnel and medical records, coordinates and provides training programs; negotiates and administers labor contracts and promotes labor/management cooperation; and manages employee benefit programs.

Costs incurred by Employee Relations have been distributed to all benefitting County departments, divisions and programs on the basis of the actual number of employees (multiplied by 100).